

Recreation and Human Services Division
Proposed Fee Adjustment - Cost Analysis for Sports
FY 2015/2016

Program	Classification of Staff Needed to Run Program	Staff Rate of Pay	Amount of Staff for Each Class	Total Hrs. Worked Per Season	Max # of Players per Team	Amount of Teams per Season	Proposed Fee	Revenue Generated by Proposed Fee	Total Cost of Program
Youth – Flag Football, Soccer	Sports Official, Rec. II & Rec. III (PT)		4	2475	15	124	\$30.00	\$55,800.00	\$78,765.78
	Sports Official (PT)	28.14	1	450					\$12,663.42
	Rec. Asst. II (PT)	16.16	1	675					\$10,910.61
Youth – Baseball & Softball	Rec. Asst. III (PT)	20.44	2	1350					\$55,191.75
	Sports Official, Rec. II & Rec. III (PT)		4	4200	15	173	\$45.00	\$116,775.00	\$134,399.87
	Sports Official (PT)	28.14	1	600					\$16,884.56
Youth – Basketball	Rec. Asst. II (PT)	16.16	1	1200					\$19,396.64
	Rec. Asst. III (PT)	20.44	2	2400					\$98,118.67
	Sports Official & Rec. III (PT)		4	4320	10	132	\$45.00	\$59,400.00	\$209,875.65
Adult – Men's Softball	Sports Official (PT)	28.14	2	2160					\$121,568.84
	Rec. Asst. III (PT)	20.44	2	2160					\$88,306.80
	Rec. Coordinator (FT)	61.04	1	188	15	96	\$345.00	\$33,120.00	\$34,307.80
Adult – Women's Softball	Rec. Asst. II (PT)	16.16	1	400					\$6,465.55
	Rec. Asst. III (PT)	20.44	1	800					\$16,353.11
	Rec. Coordinator (FT)	61.04	1	24	15	12	\$280.00	\$3,360.00	\$5,999.87
Adult – Senior Softball	Rec. Asst. II (PT)	16.16	1	80					\$1,293.11
	Rec. Asst. III (PT)	20.44	1	160					\$3,270.62
	Rec. Coordinator (FT)	61.04	1	24	15	12	\$240.00	\$2,880.00	\$5,999.87
Adult – Men's Flag Football	Rec. Asst. II (PT)	16.16	1	80					\$1,436.14
	Rec. Asst. III (PT)	20.44	1	160					\$1,293.11
	Rec. Coordinator (FT)	61.04	1	24	15	12	\$295.00	\$3,540.00	\$5,999.87
Adult – Women's Basketball	Rec. Asst. II (PT)	16.16	1	80					\$1,293.11
	Rec. Asst. III (PT)	20.44	1	160					\$3,270.62
	Rec. Coordinator (FT)	61.04	1	141	10	72	\$305.00	\$21,960.00	\$23,334.66
Adult – Men's Basketball	Rec. Asst. II (PT)	16.16	1	80					\$1,293.11
	Rec. Asst. III (PT)	20.44	1	160					\$3,270.62
	Rec. Coordinator (FT)	61.04	1	24	10	12	\$260.00	\$3,120.00	\$3,889.11
Adult – Men's Baseball	Rec. Asst. II (PT)	16.16	1	180	15	90	\$365.00	\$32,850.00	\$32,868.63
	Rec. Asst. III (PT)	20.44	1	380					\$6,142.27
	Rec. Asst. III (PT)	20.44	1	770					\$15,739.87

EXHIBIT NO. 04

Recreation and Human Services Division
Proposed Fee Adjustment - Cost Analysis of Classes
FY 2015/2016

Program	Classification of Staff Needed to Run Program	Staff Rate of Pay	Amount of Staff for Each Class	Total Hrs. Worked Per Wk by Class	Max # of Prog. Participants	Proposed Fee	Revenue Generated by Proposed Fee	Total Cost of Program
Swim Lessons (M/W/F)	Swim Instruct. (PT) & Sr. Lifeguard (PT)	19.08	16	60	336	\$45.00	\$15,120.00	\$18,852.22
	Swim Instructor (PT)	19.08	12	30				\$13,737.86
	Sr. Lifeguard (PT)	21.31	4	30				\$5,114.37
Swim Lessons (Tu/Th)	Swim Instruct. (PT) & Sr. Lifeguard (PT)	19.08	16	50	336	\$32.00	\$10,752.00	\$14,272.94
	Swim Instructor (PT)	19.08	12	20				\$9,158.57
	Sr. Lifeguard (PT)	21.31	4	30				\$5,114.37
Swim Lessons (S)	Swim Instruct. (PT) & Sr. Lifeguard (PT)	19.08	16	40	126	\$38.00	\$4,788.00	\$6,284.07
	Swim Instructor (PT)	19.08	12	20				\$4,579.29
	Sr. Lifeguard (PT)	21.31	4	20				\$1,704.79
Lap Swim	Swim Instruct. (PT) & Sr. Lifeguard (PT)	19.08	2	72	50	\$3.00	\$150.00	\$1,454.05
	Swim Instructor (PT)	19.08	1	36				\$686.89
	Sr. Lifeguard (PT)	21.31	1	36				\$767.15
Kids Club	Rec. II - Rec. IV. & Site Dir.		22	102	140	\$50.00	\$7,000.00	\$10,794.15
	Rec. Asst. II (PT)	16.16	1	22				\$355.60
	Rec. Asst. III (PT)	20.44	5	20				\$2,044.14
	Rec. Asst. IV (PT)	22.57	15	20				\$6,770.16
	Site Director (FT)	40.61	1	40				\$1,624.25
Summer Day Camp	Rec. II - Rec. IV. & Site Dir.		112	155	850	\$60.00	\$51,000.00	\$68,094.67
	Rec. Asst. II (PT)	16.16	100	35				\$56,573.52
	Rec. Asst. III (PT)	20.44	11	40				\$8,994.21
	Rec. Asst. IV (PT)	22.57	1	40				\$902.69
	Site Director (FT)	40.61	1	40				\$1,624.25
Math Program	Rec. Asst. III (PT)	16.16	1	20	12	\$30.00	\$360.00	\$360.00
Voice/Drama Class	Rec. Asst. II & Rec. Asst. III (PT)		3	60	25	\$25.00	\$625.00	\$1,701.94
	Rec. Asst. II (PT)	16.16	2	40				\$1,293.11
	Rec. Asst. III (PT)	20.44	1	20				\$408.83

City of Carson
Recreation and Human Services Division
Local Preschool Cost Survey

School Name	Address	Days of Operation	Hours of Operation	Description of Those Served	Cost	Comments
City of Carson Early Childhood Education	Community Center and Park Facilities	T, Th	Half Day: (8:00 a.m. - 12:00 p.m.) or (1:00 p.m. - 5:00 p.m.)	2 - 5 yrs. and PT	\$25/Wk. - Resident; \$32/Wk. - Non-Resident	Annual Registration Fee: \$95 - Residents; \$106 - Non-Residents Late Pick-up Fee: \$1/Min. Late Tuition Payment: \$10/Day
		M, W, F	Half Day: (8:00 a.m. - 12:00 p.m.) or (1:00 p.m. - 5:00 p.m.)		\$37/Wk. - Resident; \$44/Wk. - Non-Resident	
		M-F	Half Day: (8:00 a.m. - 12:00 p.m.) or (1:00 p.m. - 5:00 p.m.)		\$62/Wk. - Resident; \$74/Wk. - Non-Resident	
		M-F	Full Day: (7:00 a.m. - 5:00 p.m.) or (8:00 a.m. - 6:00 p.m.)		\$157/Wk. - Resident; \$181/Wk. - Non-Resident	
			Full Day: (8:00 a.m. - 5:00 p.m.)		\$136/Wk. - Resident; \$156/Wk. - Non-Resident	
A Gr8t Beginning	321 E. Carson St.	M-F	Full Day (7:00 a.m. - 6:00 p.m.)	2 - 6 yrs.	\$170/Wk. - Resident; \$196/Wk. - Non-Resident	
			6:30 a.m. - 6:00 p.m.		\$600/ Mo.	
Golden Wings Academy	20715 Avalon Blvd. #360	M-F	6:00 a.m. - 6:30 p.m.	Unknown	Pricing not disclosed by agency	\$50 is due at the time of enrollment and due every September thereafter
Harbor Christian Center	1551 N. Wilmington Blvd.	M-F	Full Day (6:30 a.m. - 6:00 p.m.)	Unknown	\$650/Mo.	
			Half Day (6:30 a.m. - 11:30 a.m.)		\$480/ Mo.	
Harbor UCLA KinderCare	975 W. Carson St.	M-F	6:30 a.m. - 6:00 p.m.	Infants	\$211/Wk.	Employees of Harbor UCLA served first unless there is a spot available
				Toddler	\$192/Wk.	
				Multi-Ages	\$157/Wk.	
				Kindergarten	\$164/Wk.	

City of Carson
Recreation and Human Services Division
Local Preschool Cost Survey

School Name	Address	Days of Operation	Hours of Operation	Description of Those Served	Cost	Comments
Little Angels Retreat Preschool and Kindergarten	18419 Avalon Blvd	M-F	Full Day	PT	\$135/Wk.	
				NPT	\$145/Wk.	
				PT	\$130/Wk.	
				NPT	\$140/Wk.	
Small World Learning Center	1749 N. Avalon Blvd.	M-F	6:30 a.m. - 6:00 p.m.	PT	\$515/Mo.; \$128/Wk.	
				NPT	\$535/Mo.; \$134/Wk.	
St. Philomena School	21832 S. Main St.	M-F	M-Th: 8:00 a.m. - 3:00 p.m.	Transitional	\$5,000/Yr.: 1 child	Hot Lunch: \$4/Day
			Friday: 8:00 a.m. - 1:30 p.m.	Kindergarten	\$4,000/Yr.: from 2nd child	
			After-school: M-Th: 3 p.m. - 6 p.m.	(4 yr. old by Nov 2016)	\$250/Mo: 1 child	Various Fees: registration/equipment/fundraising, etc.
			After-school: F: 1:30 p.m. - 6 p.m.		\$370/Mo: 2 children	
Village Kids Day Care	1110 E. Dominguez St.	M-F	6:30am – 6:00pm	2 - 3 yrs.	\$740/Mo.	
				4 - 5 yrs.	\$630/Mo.	

PT: Potty Trained
NPT: Not Potty Trained

Highest Full Day Cost:	\$192/wk
Average Full Day Cost:	\$144/wk
City of Carson Full Day Cost:	\$136/wk for 9 hours
	\$157/wk for 10 hours
	\$170/wk for 11 hours

ESTIMATED INCREASE OF PLANNING FEE REVENUE

Application	Current Annual Volume	Current Fee	Current Revenue	Proposed Planning Deposit	Proposed Revenue Projections	Increase
Pre-Application Review	25	\$ 150	\$ 3,750	\$ 1,500	\$ 37,500	\$ 33,750
Modification of Conditions - Minor	25	500	12,500	1,500	37,500	25,000
Conditional Use Permit - Residential	5	2,000	10,000	6,000	30,000	20,000
Conditional Use Permit - Commercial	20	2,500	50,000	6,000	120,000	70,000
Design Overlay Review	35	2,500	87,500	10,000	350,000	262,500
Relocation Review	3	2,500	7,500	4,500	13,500	6,000
Specific Plan	4	10,500	42,000	26,000	104,000	62,000
Tentative Parcel Map	1	9,400	9,400	15,000	15,000	5,600
Tentative Tract Map	1	12,100	12,100	15,000	15,000	2,900
Variance	4	2,000	8,000	4,000	16,000	8,000
Subtotal			\$ 242,750		\$ 738,500	\$ 495,750
Other Planning Fee Revenue			122,230		122,230	
Annual Planning Fee Revenue			\$ 364,980		\$ 860,730	\$ 495,750
Effective July 21						\$ 467,200

PRE-APPLICATION REVIEW/MODIFICATION OF CONDITIONS OF DISCRETIONARY PERMIT - MINOR

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Other Staff
Input Application				0.15	
Assign Application		0.15			
Prepare and Distribute Transmittal			1		
Review LU/Zoning, Dev Standards, Use Regs	0.5	0.5	2.5		
Site Visit			1.25		
Interdept Review					3.5
Staff Review (NCR)		0.5	0.5	0.5	1
Correspondence emails, letters, calls			2		
Meetings	1	1	1		1
Case Log			0.5		
Filing				0.15	
Total Hours	1.5	2.15	8.75	0.8	5.5
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$74.00
Cost	\$153.17	\$159.25	\$559.13	\$39.38	\$407.00

ESTIMATED MINIMUM COST \$1,317.92

PROPOSED DEPOSIT \$ 1,500.00

CONDITIONAL USE PERMIT - RESIDENTIAL USES, OTHERS COMMERCIAL USES, INDUSTRIAL USES, OIL WELLS, OTHER USES

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Planning Secretary	City Attorney	Other Staff
Input Application				0.25			
Assign Application		0.25					
Prepare and Distribute Internal Transmittal			1				
Review LU/Zoning, Dev Standards, Use Regs	0.5	1	5			1	
CEQA Review			10				
Site Visit			1.5				
Interdept Review							1
Staff Review (NCR)		0.5	0.5	0.5			1
1st Comment Letter			2				
Phone Calls, Email			1				
Review Revised Draft			1.5				
2nd Comment Letter			1.5				
Phone Calls, Email			1				
Review Revised Draft			1.5				
Staff Review (NCR)		0.5	0.5	0.5			1
Staff Review w Supervisor	1	2	2				
Draft Notices			1				
Review Notices		0.25					
Prepare, Post, Mail Notice			2	1			
Clerk's Signature				0.5			
Prepare and Distribute Interagency Transmittal			2				
Phone Calls, Email			1				
Draft Staff Report			5				
Draft COA			2				
Draft Resolution			2				
Review Staff Report, COA, Reso	1	2					
Prepare PC Agenda and Print Packets					3		
Prepare Presentation			2				
PC Meeting	1	1	1		1	1	
Minutes					1		
Affidavit Accepting Conditions					1		
Plan Check			1				
Inspection			1				
Meetings w Applicant	1	2	3				2
Case Log Entries			1				
Filing			1	0.25			
Total Hours	4.5	9.5	54	3	6	2	5
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$46.85	\$230.00	\$74.00
Cost	\$459.48	\$703.68	\$3,450.39	\$147.70	\$281.10	\$460.00	\$370.00

ESTIMATED MINIMUM COST \$5,872.35

PROPOSED DEPOSIT \$ 6,000.00

CONDITIONAL USE PERMIT - RESIDENTIAL USES, OTHERS COMMERCIAL USES, INDUSTRIAL USES, OIL WELLS, OTHER USES

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Planning Secretary	City Attorney	Other Staff
Input Application				0.25			
Assign Application		0.25					
Prepare and Distribute Internal Transmittal			1				
Review LU/Zoning, Dev Standards, Use Regs	0.5	1	5			1	
CEQA Review			10				
Site Visit			1.5				
Interdept Review							1
Staff Review (NCR)		0.5	0.5	0.5			1
1st Comment Letter			2				
Phone Calls, Email			1				
Review Revised Draft			1.5				
2nd Comment Letter			1.5				
Phone Calls, Email			1				
Review Revised Draft			1.5				
Staff Review (NCR)		0.5	0.5	0.5			1
Staff Review w Supervisor	1	2	2				
Draft Notices			1				
Review Notices		0.25					
Prepare, Post, Mail Notice			2	1			
Clerk's Signature				0.5			
Prepare and Distribute Interagency Transmittal			2				
Phone Calls, Email			1				
Draft Staff Report			5				
Draft COA			2				
Draft Resolution			2				
Review Staff Report, COA, Reso	1	2					
Prepare PC Agenda and Print Packets					3		
Prepare Presentation			2				
PC Meeting	1	1	1		1	1	
Minutes					1		
Affidavit Accepting Conditions					1		
Plan Check			1				
Inspection			1				
Meetings w Applicant	1	2	3				2
Case Log Entries			1				
Filing			1	0.25			
Total Hours	4.5	9.5	54	3	6	2	5
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$46.85	\$230.00	\$74.00
Cost	\$459.48	\$703.68	\$3,450.39	\$147.70	\$281.10	\$460.00	\$370.00

ESTIMATED MINIMUM COST \$5,872.35
PROPOSED DEPOSIT \$ 6,000.00

SITE PLAN AND DESIGN OVERLAY REVIEW - PUBLIC HEARING (PLANNING COMMISSION)

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Planning Secretary	City Attorney	Other Planners	Other Staff	RRM
Input Application				0.25					
Assign Application		0.25							
Prepare and Distribute Internal Transmittal			1						
Review LU/Zoning, Dev Standards, Use Regs	0.5	1	5			1			
CEQA Review			10						
Site Visit			1.5						
Interdept Review								3.5	
Staff Review (NCR)		0.5	0.5	0.5			1.5	1	
1st Comment Letter			2						
Phone Calls, Email			1						
Review Revised Draft			1.5						
2nd Comment Letter			1.5						
Phone Calls, Email			1						
Review Revised Draft			1.5						
Staff Review (NCR)		0.5	0.5	0.5			1.5	1	
Staff Review w Supervisor	2	2	2						
Draft Notices			1						
Review Notices		0.25							
Prepare, Post, Mail Notice			2	1					
Clerk's Signature				0.5					
Prepare and Distribute Interagency Transmittal			2						
Phone Calls, Email			1						
Draft Staff Report			5						
Draft COA			2						
Draft Resolution			2						
Phone Calls, Email			1						
Review Staff Report, COA, Reso	2	3							
Prepare PC Agenda and Print Packets					3				
Prepare Presentation			2						
PC Meeting	1	1	1		1	1			
Minutes					1				
Affidavit Accepting Conditions					1				
Plan Check			2						
Inspection			2						
Meetings w Applicant	1	2	3					2	
Case Log Entries			1						
Filing			1	0.25					
Total Hours	6.5	10.5	57	3	6	2	3	7.5	
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$46.85	\$230.00	\$63.90	\$74.00	
Cost	\$663.69	\$777.75	\$3,642.08	\$147.70	\$281.10	\$460.00	\$191.69	\$555.00	\$ 3,200.00

ESTIMATED MINIMUM COST \$9,919.01

PROPOSED DEPOSIT \$ 10,000.00

RELOCATION REVIEW

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Planning Secretary	City Attorney	Other Staff
Input Application				0.25			
Assign Application		0.25					
Prepare and Distribute Internal Transmittal			1				
Review LU/Zoning, Dev Standards, Use Regs	0.5	1	5				
CEQA Review			2				
Site Visit			1.5				
Interdept Review							3.5
Staff Review (NCR)		0.5	0.5	0.5			1
1st Comment Letter			2				
Phone Calls, Email			1				
Review Revised Draft			1.5				
Staff Review w Supervisor		1	1				
Draft Notices			1				
Review Notices		0.25					
Prepare, Post, Mail Notice			2	1			
Clerk's Signature				0.5			
Prepare and Distribute Interagency Transmittal			2				
Phone Calls, Email			1				
Draft Staff Report			5				
Draft COA			2				1
Draft Resolution			2				
Review Staff Report, COA, Reso	1	2					
Prepare PC Agenda and Print Packets					3		
Prepare Presentation			2				
PC Meeting	1	1	1		1	1	
Minutes					1		
Affidavit Accepting Conditions					1		
Plan Check			1				
Inspection			1				
Meetings w Applicant		1	1				2
Case Log Entries			1				
Filing			1	0.25			
Total Hours	2.5	7	38.5	2.5	6	1	7.5
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$46.85	\$230.00	\$74.00
Cost	\$255.26	\$518.50	\$2,460.00	\$123.08	\$281.10	\$230.00	\$555.00

ESTIMATED MINIMUM COST \$4,422.95

PROPOSED DEPOSIT \$ 4,500.00

SPECIFIC PLANS

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Planning Secretary	City Attorney	Other Staff	RRM
Input Application				0.25				
Assign Application		0.25		-				
Prepare and Distribute Internal Transmittal			1					
Review LU/Zoning, Dev Standards, Use Regs	10	1	60			3		
CEQA Review			50					
Site Visit			1				1	
Interdept Review							40	
Staff Review (NCR)	1	1	1	0.5			1	
1st Comment Letter			2					
Phone Calls, Email			1					
Review Revised Draft			20				15	
2nd Comment Letter			1.5					
Phone Calls, Email			1					
Review Revised Draft			10				5	
Staff Review (NCR)		1	1	1			1	
Staff Review w Supervisor	2	2	2					
Draft Notices			1					
Review Notices		0.25						
Prepare, Post, Mail Notice			2	1				
Clerk's Signature				0.5				
Prepare and Distribute Interagency Transmittal			2					
Phone Calls, Email			1					
Draft Staff Report			5					
Draft COA			2					
Draft Resolution			2					
Phone Calls, Email			1					
Review Staff Report, COA, Reso	2	3						
Prepare PC Agenda and Print Packets					3			
Prepare Presentation			2					
PC and CC Meeting	3	2	2		2	2		
Minutes					2			
Affidavit Accepting Conditions					1			
Meetings w Applicant	5	10	10				2	
Case Log Entries			1					
Filing			1	0.25				
Total Hours	23	20.5	183.5	3.5	8	5	65	
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$46.85	\$230.00	\$74.00	
Cost	\$2,348.43	\$1,518.46	\$11,724.94	\$172.31	\$374.80	\$1,150.00	\$4,810.00	3200

ESTIMATED MINIMUM COST \$25,298.95

PROPOSED DEPOSIT \$ 26,000.00

TENATIVE TRACT MAP AND TENATIVE PARCEL MAP

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Planning Secretary	City Attorney	Other Staff
Input Application				0.25			
Assign Application		0.25					
Prepare and Distribute Internal Transmittal			1				
Review LU/Zoning, Dev Standards, Use Regs	0.5	1	5.5			1	10
CEQA Review			10				
Site Visit			1.5				
Interdept Review							6
Staff Review (NCR)		0.5	0.5	0.5			1
1st Comment Letter			2				
Phone Calls, Email			1.5				
Review Revised Draft			1.5				
2nd Comment Letter			1.5				
Phone Calls, Email			1				
Review Revised Draft			1.5				
Staff Review (NCR)		0.5	0.5	0.5			1
Staff Review w Supervisor	2	2	2				
Draft Notices			1				
Review Notices		0.25					
Prepare, Post, Mail Notice			2	1			
Clerk's Signature				0.5			
Prepare and Distribute Interagency Transmittal			2				
Phone Calls, Email			1				
CC&Rs						26	2
Draft Staff Report			5				
Draft COA			3				3
Draft Resolution			2				
Phone Calls, Email			1				
Review Staff Report, COA, Reso	2	3					
Prepare PC Agenda and Print Packets					3		
Prepare Presentation			2				
PC Meeting	1	1	1		1	1	
Minutes					1		
Affidavit Accepting Conditions					1		
Plan Check			2				9
Meetings w Applicant	1	2	3				2
Case Log Entries			1				
Filing			1	0.25			
Total Hours	6.5	10.5	57	3	6	28	34
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$46.85	\$230.00	\$74.00
Cost	\$663.69	\$777.75	\$3,642.08	\$147.70	\$281.10	\$6,440.00	\$2,516.00

County

ESTIMATED MINIMUM COST \$14,468.32

PROPOSED DEPOSIT \$ 15,000.00 Plus County Deposit

County Deposit TTM \$ 22,000.00

County Deposit TPM \$ 18,000.00

VARIANCE

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Planning Secretary	City Attorney	Other Staff
Input Application				0.25			
Assign Application		0.25					
Prepare and Distribute Internal Transmittal			1				
Review LU/Zoning, Dev Standards, Use Regs	0.5	1	2			1	
CEQA Review			2				
Site Visit			1.5				
Staff Review (NCR)		0.5	0.5	0.5			
1st Comment Letter			1				
Phone Calls, Email			1				
Staff Review w Supervisor	1	1	1				
Draft Notices			1				
Review Notices		0.25					
Prepare, Post, Mail Notice			2	1			
Clerk's Signature				0.5			
Prepare and Distribute Interagency Transmittal			2				
Phone Calls, Email			1				
Draft Staff Report			5				
Draft Resolution			2				
Review Staff Report, Reso	2	3					
Prepare PC Agenda and Print Packets					3		
Prepare Presentation			2				
PC Meeting	1	1	1		1	1	
Minutes					1		
Approval Letter					1		
Meetings w Applicant		1	1				2
Case Log Entries			1				
Filing			1	0.25			
Total Hours	4.5	8	29	2.5	6	2	2
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$46.85	\$230.00	\$74.00
Cost	\$459.48	\$592.57	\$1,852.99	\$123.08	\$281.10	\$460.00	\$148.00

ESTIMATED MINIMUM COST \$3,917.22

PROPOSED DEPOSIT \$ 4,000.00

INTERPRETATION OF ZONING ORDINANCE

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Planning Secretary	City Attorney	Other Staff
Input Application				0.25			
Assign Application		0.25					
Prepare and Distribute Internal Transmittal			1				
Review LU/Zoning, Dev Standards, Use Regs	0.5	1	3			3	
CEQA Review			2				
Staff Review (NCR)		0.5	0.5	0.5			
1st Comment Letter			2				
Phone Calls, Email			1				
Staff Review w Supervisor	1	1	1				
Draft Notices			1				
Review Notices		0.25					
Prepare, Post, Mail Notice			2	1			
Clerk's Signature				0.5			
Draft Staff Report			4				
Review Staff Report, Reso	1	2					
Prepare PC Agenda and Print Packets					3		
Prepare Presentation			2				
PC Meeting	1	1	1		1	1	
Minutes					1		
Approval Letter					1		
Meetings w Applicant	1	2	3				
Case Log Entries			1				
Filing			1	0.25			
Total Hours	4.5	8	25.5	2.5	6	4	0
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$46.85	\$230.00	\$74.00
Cost	\$459.48	\$592.57	\$1,629.35	\$123.08	\$281.10	\$920.00	\$0.00

ESTIMATED MINIMUM COST \$4,005.58

PROPOSED DEPOSIT \$ 4,100.00

GENERAL PLAN AMENDMENT, ZONE CHANGE, ZONING ORDINANCE AMENDMENT

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Planning Secretary	City Attorney	Other Staff
Input Application				0.25			
Assign Application		0.25					
Prepare and Distribute Internal Transmittal			1				
Review LU/Zoning, Dev Standards, Use Regs	0.5	1	5			2	
CEQA Review			10				
Site Visit			1.5				
Interdept Review							3.5
Staff Review (NCR)		0.5	0.5	0.5			1
1st Comment Letter			2				
Phone Calls, Email			1				
Review Revised Draft			1.5				
2nd Comment Letter			1.5				
Phone Calls, Email			1				
Review Revised Draft			1.5				
Staff Review (NCR)		0.5	0.5	0.5			1
Staff Review w Supervisor	2	2	2				
Draft Notices			1				
Review Notices		0.25					
Prepare, Post, Mail Notice			2	1			
Clerk's Signature				0.5			
Prepare and Distribute Interagency Transmittal			2				
Phone Calls, Email			1				
Draft Staff Report			5				
Draft Resolution/ordinance			2			1	
Phone Calls, Email			1				
Review Staff Report, Reso, Ord	2	3				1	
Prepare PC Agenda and Print Packets					3		
Prepare Presentation			2				
PC and CC Meetings	2	1	1		1	1	
Minutes					1		
Approval Letter					1		
Meetings w Applicant	1	2	3				2
Case Log Entries			1				
Filing			1	0.25			
Total Hours	7.5	10.5	51	3	6	5	7.5
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$46.85	\$230.00	\$74.00
Cost	\$765.79	\$777.75	\$3,258.70	\$147.70	\$281.10	\$1,150.00	\$555.00

ESTIMATED MINIMUM COST \$6,936.05

PROPOSED DEPOSIT \$ 7,000.00

EXTENSION OF TIME - NON-CONFORMING PRIVILEGE

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Planning Secretary	City Attorney	Other Planners	Other Staff
Input Application				0.25				
Assign Application		0.25						
Prepare and Distribute Internal Transmittal			1					
Review LU/Zoning, Dev Standards, Use Regs	0.5	1	5			3		
CEQA Review			10					
Site Visit			1.5					
Staff Review (NCR)		0.5	0.5	0.5			1.5	
1st Comment Letter			2					
Phone Calls, Email			1					
Review Revised Draft			1.5					
Staff Review (NCR)		0.5	0.5	0.5			1.5	
Staff Review w Supervisor	1	1	1					
Draft Notices			1					
Review Notices		0.25						
Prepare, Post, Mail Notice			2	1				
Clerk's Signature				0.5				
Draft Staff Report			5					
Draft Resolution			2					
Phone Calls, Email			1					
Review Staff Report, Reso	2	3						
Prepare PC Agenda and Print Packets					3			
Prepare Presentation			2					
PC Meeting	1	1	1		1	1		
Minutes					1			
Approval Letter					1			
Meetings w Applicant	1	2	3					2
Case Log Entries			1					
Filing			1	0.25				
Total Hours	5.5	9.5	43	3	6	4	3	2
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$46.85	\$230.00	\$63.90	\$74.00
Cost	\$561.58	\$703.68	\$2,747.53	\$147.70	\$281.10	\$920.00	\$191.69	\$148.00

ESTIMATED MINIMUM COST \$5,701.28

PROPOSED DEPOSIT \$ 6,000.00

EXTENSION OF TIME - DISCRETIONARY PERMITS

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Planning Secretary	City Attorney	Other Staff
Input Application				0.25			
Assign Application		0.25					
Prepare and Distribute Internal Transmittal			1				
Review LU/Zoning, Dev Standards, Use Regs		1	1				
Architectural and Landscape Review (RRM)							
CEQA Review			1				
Site Visit			1.5				
Interdept Review							1
Staff Review (NCR)		0.5	0.5	0.5			
1st Comment Letter			2				
Phone Calls, Email			1				
Staff Review w Supervisor		1	1				
Draft Notices			1				
Review Notices		0.25					
Prepare, Post, Mail Notice			2	1			
Clerk's Signature				0.5			
Draft Staff Report			2				
Draft Resolution			2				
Phone Calls, Email			1				
Review Staff Report, COA, Reso	1	1					
Prepare PC Agenda and Print Packets					3		
Prepare Presentation			2				
PC Meeting	0.25	0.25	0.25		0.25	0.25	
Minutes					0.5		
Affidavit Accepting Conditions					1		
Meetings w Applicant			1				2
Case Log Entries			1				
Filing			1	0.25			
Total Hours	1.25	4.25	22.25	2.5	4.75	0.25	3
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$46.85	\$230.00	\$74.00
Cost	\$127.63	\$314.80	\$1,421.69	\$123.08	\$222.54	\$57.50	\$222.00

ESTIMATED MINIMUM COST \$2,489.25

PROPOSED DEPOSIT \$ 2,500.00

EXTENSION OF TIME - DISCRETIONARY PERMITS

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Planning Secretary	City Attorney	Other Staff
Input Application				0.25			
Assign Application		0.25					
Prepare and Distribute Internal Transmittal			1				
Review LU/Zoning, Dev Standards, Use Regs		1	1				
Architectural and Landscape Review (RRM)							
CEQA Review			1				
Site Visit			1.5				
Interdept Review							1
Staff Review (NCR)		0.5	0.5	0.5			
1st Comment Letter			2				
Phone Calls, Email			1				
Staff Review w Supervisor		1	1				
Draft Notices			1				
Review Notices		0.25					
Prepare, Post, Mail Notice			2	1			
Clerk's Signature				0.5			
Draft Staff Report			2				
Draft Resolution			2				
Phone Calls, Email			1				
Review Staff Report, COA, Reso	1	1					
Prepare PC Agenda and Print Packets					3		
Prepare Presentation			2				
PC Meeting	0.25	0.25	0.25		0.25	0.25	
Minutes					0.5		
Affidavit Accepting Conditions					1		
Meetings w Applicant			1				2
Case Log Entries			1				
Filing			1	0.25			
Total Hours	1.25	4.25	22.25	2.5	4.75	0.25	3
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$46.85	\$230.00	\$74.00
Cost	\$127.63	\$314.80	\$1,421.69	\$123.08	\$222.54	\$57.50	\$222.00

ESTIMATED MINIMUM COST \$2,489.25

PROPOSED DEPOSIT \$ 2,500.00

MAJOR RESEARCH/ZONING COMPLIANCE LETTER

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	City Attorney	Other Staff
Input Application				0.25		
Assign Application		0.25				
Review LU/Zoning, Dev Standards, Use Regs	0.5	0.5	2.5		2	
Site Visit			1.25			
Interdept Review						1
Staff Review (NCR)		0.5	0.5	0.5		1
Correspondence emails, letters, calls			2			
Approval Letter			1			
Meetings	1	1	1			1
Case Log			0.5			
Filing				0.15		
Total Hours	1.5	2.25	8.75	0.9	2	3
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$230.00	\$74.00
Cost	\$153.17	\$166.66	\$559.13	\$44.31	\$460.00	\$222.00

ESTIMATED MINIMUM COST \$1,605.25

PROPOSED DEPOSIT \$ 1,700.00

DEVELOPMENT AGREEMENT

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Planning Secretary	City Attorney	Other Staff
Input Application				0.25			
Assign Application		0.25					
Prepare and Distribute Internal Transmittal			1				
Negotiations	17					17	
CEQA Review			10				
Site Visit	1						1
Interdept Review							
Staff Review (NCR)	1						1
1st Comment Letter	2					2	
Phone Calls, Email	2					2	
Review Revised Draft	10					10	10
2nd Comment Letter	2					2	
Phone Calls, Email	1					1	1
Review Revised Draft	5					5	5
Draft Notices	1		1				
Review Notices	0.25						
Prepare, Post, Mail Notice			2	1			
Clerk's Signature				0.5			
Draft Staff Report	5					5	
Draft Resolution	2					2	
Review Staff Report, COA, Reso	2	3					
Prepare PC Agenda and Print Packets					3		
Prepare Presentation	2						
PC and CC Meeting	3					2	
Minutes					2		
Affidavit Accepting Conditions					1		
Case Log Entries			1				
Filing			1	0.25			
Total Hours	56.25	3.25	16	2	6	48	18
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$46.85	\$230.00	\$74.00
Cost	\$5,743.45	\$240.73	\$1,022.34	\$98.47	\$281.10	\$11,040.00	\$1,332.00

ESTIMATED MINIMUM COST \$19,758.09

PROPOSED DEPOSIT \$ 20,000.00

GOOD NEIGHBOR COMPLIANCE (OIL WELLS)

Item	Planning Manager	Senior Planner	Project Planner	Planning Tech	Planning Secretary	City Attorney	Other Staff
Input Application				0.25			
Assign Application		0.25					
Prepare and Distribute Internal Transmittal			1				
Preparation of RFP and contract management	30	10				15	
CEQA Review			10				
Coordination with Consultants	20						
Filing			1	0.25			
Total Hours	50	10.25	12	0.5	0	15	0
Rate/hr	\$102.11	\$74.07	\$63.90	\$49.23	\$46.85	\$230.00	\$74.00
Cost	\$5,105.29	\$759.23	\$766.75	\$24.62	\$0.00	\$3,450.00	\$0.00

ESTIMATED MINIMUM COST \$10,105.89

PROPOSED DEPOSIT \$ 10,500.00

REAL ESTATE SIGNS

Item	Project Planner	Planning Tech
Staff Review	0.25	
Filing		0.25
Total Hours		
Rate/hr	\$70.44	\$48.75
Cost	\$17.61	\$12.19

ESTIMATED COST \$29.80

PROPOSED FEE \$ 30.00